

ARIZONA DEPARTMENT OF ADMINISTRATION

Policies and Procedures

Subject: Business Cards
Supersedes: N/A

Issued: 05/16/05
Effective: 05/16/05

PURPOSE:

The purpose of this policy is to provide guidelines to employees ordering business cards.

POLICY:

The specifications for ordering business cards are as follows:

Stock: 80# HI White
Text: Black or Blue Ink – Flat or Raised
Seal: Gold – Raised or Flat, or
Black – Raised or Flat

Description

Location

Seal

Upper Left

State of Arizona
Department of Administration
“Division”

Upper Right

“Street Address:
“Room”
“City, State, Zip Code”
“Website Address” *Optional*

Lower Right or Left

“Telephone Number”
“Facsimile Number” *Optional*
“E-Mail Address” *Optional*

Lower Right or Left

“Name”
“Title”

Center

RESPONSIBILITY:

All business cards orders shall be placed with the ADOA Interagency Print Shop.